

Iron County
Position Description
Aging & Disability Resource Center ADRC/Aging Manager

Position Title:	Manager – ADRC - Aging	Department:	Human Services
Date:	January 2016	Reports To:	Human Service Director

Purpose of Positions

Position is responsible for the administration and operation of programs and services offered by the Aging and Disabilities Resource Center (ADRC) and Aging Programs (including a full array of Older Americans' Act Services) in accordance with local, state and federal laws, rules and regulations. Position has primary responsibilities for assuring compliance with approved policies and state contracts, and monitoring quality assurance of activities. This position is responsible for the supervision of all ADRC and Aging staff that are county employees. This position is also responsible for the integration of Aging Programs into the ADRC-N Branch Office of Iron County.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned

Supervise the operations of the ADRC and Aging Services. **ADRC:** This includes the provision of the information and assistance, options counseling, nursing home preadmission referrals, functional screens, quality assurance and community outreach and marketing. **Aging Services:** This includes home-delivered meals, congregate meals, transportation, prevention programs, and other aging related services including Elder Adult at Risk, Adult Protective Services, National Family Caregiver Support Program, and Alzheimer's Family and Caregiver Support Program.

Work in coordination with the multi County ADRC-N (Ashland, Bayfield, Iron, Price and Sawyer counties) to implement policies and procedures that have been established and approved by the ADRC – North, State of WI/Governing Board. Establish policies and procedures for Aging and Transportation Program and present them to the appropriate Advisory Council for approval. This includes following a marketing plan to inform the public of available services.

Works with the Human Services Director and Financial Manager to:

- Prepare and administer the ADRC, Aging Services and Transportation Budget.
- Project future staffing and service need levels.
- Develops and negotiates contracts with provider agencies.
- Review expenditures and monitors budget levels.
- Prepares all state required reports and plans.
- Review and prepares three year Aging Unit Plan and monitors on an on-going basis.
- Writes all Department of Transportation grants.

Works with the Human Service Board and Director to interview, hire, train and supervise county program staff. Advises and assists staff when needed. Assess staff training needs. Evaluates employee work performance. Supervises staff in approving SSI-E applications including annual reviews.

Completes and/or monitor all state reporting requirements for the ADRC and Aging services.

Advocates on behalf of the elderly and disabled by assisting them in representation needs, views and concerns to decision making bodies and providers of service. Educate and inform older people and people with disabilities regarding policies, programs, hearing and community actions that may affect them.

Convene and lead regularly scheduled unit staff meetings.

Monitor time reporting for federal funding participation.

Attend meetings and conferences related to program responsibilities.

Coordinate all Aging and Transportation Meetings. Attend and participate in all ADRC-N meetings. Attend Human Services Board meetings to give ADRC, Aging, and Transportation Reports.

Consult and coordinate services with other Human Service units as needed.

Minimum Training and Experience Required to Perform Essential Job Functions

This position reports to the Director of the Human Services Department or designee.

Graduate of an accredited college or university with a Bachelor's degree in social work or a closely related field/Registered Nurse with Bachelor Degree and experience in working with elderly and/or disabled service area, budgeting experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities

Three (3) years of progressively responsible experience in a management or administrative capacity, preferably in a governmental setting.

AIRS certification within 2 years of hire.

A valid Wisconsin motor vehicle operator's license required.

(Iron County reserves the right to consider candidates whose education and work experience provides comparable knowledge, skills and abilities).

General Job Functions

- Works with staff to develop goals to improve the quality of services and develop programs to best meet the needs of our elderly and disabled adult populations.
- Works in collaboration with community organizations to identify and maximize services to meet the needs of the elderly and disabled adult population.
- Serves as a representative and advocate for elderly persons and persons with physical or developmental disabilities on various committees and boards in the community.
- Promotes, evaluates and facilitates consumer involvement in planning services.
- Completes annual performance evaluations on all direct report staff.

Knowledge, Skills and Abilities Required:

- Innovative and resourceful in promoting the functions of the ADRC
- Knowledge of budgetary, contract and grant administration processes
- Strong Leadership qualities, and ability to develop and effectively lead
- Experience with leading innovative projects or systems change
- Ability to manage multiple project simultaneously
- Skill in establishing and maintaining community collaborations
- Skill in developing and presenting ideas and concepts orally and in writing
- Ability to proficiently use a computer and related office equipment; demonstrating familiarity with required software and database programs
- Knowledge of or experience in public benefit programs such as Medicare, Medical Assistance, and Family Care.

This job description is intended to describe the general expectations for performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time by direction of the Human Service Board.

In an effort to provide for continuity of county government and to cope with the problems of an emergency, the appointed manager may be required to work during a proclaimed state of emergency, consistent with Sec. 166.03 (4) (a-d), Wis. Stats. and county emergency management plans and programs.

Iron County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date